

GENERAL ORDERS, }
No. 132.

WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,
Washington, March 31, 1864.

The following Forms of Accounts and Returns for the service of the Ordnance Department are adopted, and will go into use as soon as the blanks can be furnished from the Bureau:

Property Accountability.

Form No. 1.—For Returns of Ordnance and Ordnance Stores, as at present prescribed, with the modification that in returns and abstracts for arsenals and depots, only the serviceable and unserviceable articles shall be entered on separate lines—unserviceable in red ink—for the more ready ascertainment of what supplies may be available for immediate use; to be printed with such headings as may be necessary to comprise property, respectively—1st, at Arsenals and Ordnance Depots; 2d, in companies of each arm of service; and 3d, otherwise in charge.

Immediately following the classification of Ordnance and Ordnance Stores, there should be a printed list comprising all these articles, arranged in alphabetical order, with the class or head in the property return to which it belongs. And where any article is known by more than one name, it should be entered and classified on the list under its appropriate name, and referred to that name when entered on the list under any other. For example: *Sulphur*, which is quite commonly known under the name of "*brimstone*," should be entered on the list as *sulphur*—part 2d, Laboratory Stores—while *brimstone* should be entered "*brimstone*"—"see sulphur." So also of nitre and saltpetre.

Form No. 2.—For invoices, as at present prescribed in No. 2. To be printed so as to suit—1st, invoices for shipments; and 2d, invoices for transfers.

Form No. 3.—For receipts, as at present prescribed in No. 7. To be printed so as to suit issues—1st, for public; and 2d, for personal use.

Form No. 4.—For issues to arm and equip the State militia under the act of April, 1808, as at present prescribed in No. 8; to be printed.

Form No. 5.—Abstract of receipts or of issues, as at present prescribed in "Abstract of receipts from the Army," and in No. 3 (b);

to be printed so as to suit receipts from the Army and receipts from contractors.

Form No. 6.—Abstract of articles purchased; new form as modified from the present prescribed Form No. 4; to be printed.

Form No. 7.—Abstract of articles fabricated, as at present prescribed in Form No. 3 (*a*;) to be printed.

Form No. 8.—Statement of articles repaired, as at present prescribed in No. 5; to be printed.

Form No. 9.—Statement of materials obtained, as at present prescribed in Form No. 6.

Form No. 10.—Abstract of property expenditures, as at present prescribed in No. 9; to be printed so as to suit—1st, Arsenals; and 2d, Troops.

Form No. 11.—List of condemned property, as at present prescribed in Form No. 10 (*a*.)

Form No. 12.—Inventory of Ordnance and Ordnance stores, as at present prescribed in Form No. 11 (*a*.)

Form No. 13.—Inventory and Inspection Report of unserviceable property, as prescribed in Forms 10 and 11 (*b*,) with modified headings as printed.

Form No. 14.—Statement of property charged against soldiers, as at present prescribed in Form 12, on page 114, Instructions for making Ordnance Returns; to be printed.

Form No. 15.—Certified statement of losses, as at present prescribed by Form on page No. 115, Instructions for making Ordnance Returns.

Money Accountability.

Form No. 16.—Account current, as at present prescribed by Form 18; to be printed.

Form No. 17.—Bills for purchases, as at present prescribed by Form 13; to be printed. This form may be used also for payment for individual services not entered and paid on a pay roll.

Form No. 18.—Pay roll of hired men, as at present prescribed by Form No. 14; to be printed.

Form No. 19.—Army pay roll, as at present prescribed by Form No. 15, omitting the sub-headings "musket" and "rifle;" to be printed.

Form No. 20.—Rent roll, as at present prescribed by Form No. 20; to be printed.

Form No. 21.—Abstract of disbursements, as at present prescribed by Form 17; to be printed.

Miscellaneous.

Form No. 22.—Requisition for stores, as at present prescribed by Form No. 22; to be printed. *Announced by S.O. No 95 of 1873*

Form No. 23.—Estimate of funds, as at present prescribed by Form No. 21.

Personal.

Form No. 24.—Enlistments, as at present prescribed by Form No. 24; to be printed.

Form No. 25.—Company Returns, as at present prescribed by Form No. 25; to be printed.

Form No. 26.—Return of hired men at Armories, Arsenal, and Depots, as at present prescribed by Form No. 28; to be printed.

Form No. 27.—Tri-monthly statement of stations, as at present prescribed by Form No. 49; to be printed.

Form No. 28.—Weekly statement of musters-in, as at present prescribed by Form No. 46; to be printed.

Form No. 29.—Weekly statement of musters-out, as at present prescribed by Form No. 48; to be printed.

Form No. 30.—History of companies and of stores in charge, as at present prescribed by Form No. 47; to be printed.

Form No. 31.—Monthly report of officers responsible for ordnance stores, as at present prescribed by Form No. 45; to be printed.

Material.

Form No. 32.—Daily report of stores received and issued, as at present prescribed by Form No. 40; to be printed.

Form No. 33.—Semi-weekly abstract of stores from contractors, as at present prescribed by Form No. 43; to be printed.

Form No. 34.—Weekly statement of stores on hand, as at present prescribed by Form No. 44; to be printed.

Form No. 35.—Weekly statement of manufactures and work done, as at present prescribed by new Form No. 28; to be printed.

Form No. 36.—Annual inventory, as at present prescribed by Form

No. 29, so modified as to include only lands, buildings, and permanent improvements; to be printed.

Inspection.

Form No. 37.—Inspection certificate of cannon, as at present prescribed by Form No. 30; to be printed.

Form No. 38.—Inspection certificate of powder, as at present prescribed by Form No. 38; to be printed.

Form No. 39.—Inspection certificate of small arms, accoutrements, horse equipments, harness, and other articles—except cannon and powder—as prescribed by Form No. 34; to be printed.

Form No. 40.—Inspection and proof report of cannon, as at present prescribed by Form No. 31, so as to suit smooth-bore and rifle cannon, (40 *a* and 40 *b*;) to be printed.

Form No. 41.—Inspection and proof report of projectiles, as at present prescribed by Form No. 32; to be printed.

Form No. 42.—Inspection and proof report of powder, as at present prescribed by Form No. 42; to be printed.

Form No. 43.—Inspection report of small-arm barrels, as prescribed by Form No. 35; to be printed.

Form No. 44.—Inspection report of small arms, as at present prescribed by Form No. 36; to be printed.

Form No. 45.—Annual inspection report of cannon and projectiles, as at present prescribed by Form No. 33.

Form No. 46.—Annual inspection report of small arms, as prescribed by Form No. 39.

BY ORDER OF THE SECRETARY OF WAR:

E. D. TOWNSEND,
Assistant Adjutant General.

OFFICIAL:

Assistant Adjutant General.